

ND Medicaid DUR Board  
Procedures  
(Developed 7/28/03)  
(Modified 7/28/03)

1. All information to be distributed to DUR Board members must be sent to the Administrator of Pharmacy Services for distribution.
  - a. All information received 14 days prior to the subsequent meeting will be forwarded to DUR Board members.
  - b. Electronic format as an attachment to an e-mail is the preferred format.
  - c. Electronic format as a CD-ROM or diskette is considered the second best option.
  - d. If the format must be paper, 15 copies must be supplied to the Administrator of Pharmacy Services.
  - e. The Department of Human Services will forward e-mail attachments to DUR Board members upon receipt of the e-mail.
  - f. The Department of Human Services will mail all information received via hardcopy, CD-ROM, or diskette weekly on Thursday afternoons as well as one last mailing 14 days prior to the scheduled DUR Board meeting.
  - g. The majority of communication from the Department of Human Services will be via e-mail and e-mail attachments.
2. Only one person may represent an interested party for presentations made during DUR Board meetings.
3. Presentations made by interested parties are limited to five (5) minutes (does not include Q&A or discussion generated by DUR Board members).
4. Process for DUR Board recommendations.
  - a. The first meeting in which a discussion is held on specific medication(s), the DUR Board will draft a proposal for any action on the medication(s) after reviewing information supplied by the Department of Human Services and interested parties.
  - b. This draft will be distributed to DUR Board members and those that have notified the Department of Human Services that they wish to receive such information.
  - c. Comments on the proposal will be accepted in the same process as the general information (send to Department of Human Services at least 14 days prior to the next meeting).
  - d. The subsequent meeting will involve a review of the comments received and will allow public comments per DUR Board guidelines mentioned above.
  - e. The DUR Board will then develop and vote on a finalized proposal.